


# Memorandum

*Flex your power!  
Be energy efficient!*

To: DISTRICT DIRECTORS  
DIVISION CHIEFS

Date: July 16, 2004

From:   
LAWRENCE H. ORCUTT  
Acting Deputy Director  
Maintenance and Operations

Subject: District's 2005 Ten-Year State Highway Operation and Protection Program Plan

The California Department of Transportation (Department) has made significant progress over the last several years in developing a coordinated approach to the management of the Ten-Year State Highway Operation and Protection Program (SHOPP) Plan. This includes approval of Deputy Directive 62, which defines the roles, and responsibilities of various headquarters functions and the districts, implemented SHOPP system performance goals and outcomes. In addition, the Department submitted an unprecedented 2005 Ten-Year SHOPP Plan to the California Transportation Commission (CTC). This effort highlighted the needs of the State Highway System and laid the framework for the adoption of the 2005 Fund Estimate and the 2005 SHOPP.

It is now time to start the process for preparing the 2005 Ten-Year SHOPP Plan (2005 Plan). The 2005 Plan will be submitted to the CTC by January 31, 2005, for review and comments and then to Governor Arnold Schwarzenegger and the California State Legislature by May 1, 2005. The 2005 Plan will be used as the basis for the Department's request for Capital Funds in the 2005 Fund Estimate.

The SHOPP Program Managers have concluded a series of video teleconferences (VTC) with District SHOPP Coordinators and program advisors. Their input has been included on guidelines (Attachment 1) and District performance goals (Attachment 2). The next major step in the process is to identify specific projects that will contribute towards achieving the District's portion of the statewide performance goals. A statewide VTC is scheduled for July 29, 2004, to discuss the process with the Executive SHOPP Committee.

The District's 2005 Plan is due on November 1, 2004. Please submit the 2005 Plan to the Division of Transportation Programming, attention Ross Chittenden. Meetings will be scheduled in December for the districts to present their 2005 Plan to the Executive SHOPP Committee for approval. Attachment 3 Program Qualification, Attachment 4 Time Line, and Attachment 5 Project Data Sheet are not included and will be sent electronically to each District SHOPP Coordinator. Attachment 6 shows how Headquarters is organized to manage the Ten-Year

DISTRICT DIRECTORS, et al.

July 16, 2004

Page 2

SHOPP Plan. Please include an update of the District's Organization Chart for the development and management of the 2005 Plan.

If you have any questions regarding the District's 2005 Plan, please call Mike Evans at (916) 654-3570 or Calnet 464-3570.

Attachments

- c: Randell Iwasaki, Acting Chief Deputy Director
  - Executive SHOPP Committee
  - DDD Design
  - DDD Planning
  - DDD Program/Project Management
  - DDD Maintenance
  - DDD Operations
  - District SHOPP Coordinator
  - SHOPP Division Chief
  - SHOPP Managers

DISTRICT DIRECTORS, et al.

July 16, 2004

Page 2

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Executive SHOPP Committee  
DDD Design  
DDD Planning  
DDD Program/Project Management  
DDD Maintenance  
DDD Operations  
District SHOPP Coordinator  
SHOPP Division Chief  
SHOPP Managers

bc: Director's Office File  
Deputy Director's File  
Maintenance File

ME/im

K:Sandra Waters/Memo/Memo, Ten-Year SHOPP

# **Attachment 1**

## **Guidelines for District's 2005 Ten-Year SHOPP Plan**

### **PURPOSE:**

The purpose of the District's 2005 Ten-Year State Highway Operation and Protection Program (SHOPP) Plan is to identify specific projects that will contribute towards achieving the district's portion of the statewide SHOPP performance goals.

These guidelines and attachments describe the minimum contents of each District's 2005 Ten-Year SHOPP Plan, it is not intended to limit any District in describing its unique conditions and requirements in their document.

### **SCHEDULE:**

**April: SHOPP Managers review and make changes to statewide performance goals and prepare the district's specific target (Attachment 2).**

**May 5: Division Chief and Executive SHOPP review target and approve submittal to districts for comments.**

**June 4: Video Teleconference Center (VTC) present overview of draft instructions for 2005 Ten-Year SHOPP Plan to solicit district input.**

**June 14: District returns comments and feedback on draft instructions.**

**June 15: Division Chief and Executive SHOPP review and approve target and memo to District Directors requesting 2005 Ten-Year SHOPP Plan.**

**June 23: VTC, SHOPP Managers discuss detail program information for Collision Reduction, Roadside, Facilities and Emergency and Mandated categories.**

**June 30: VTC, SHOPP Managers discuss detail program information for Bridges, Roadway and Mobility categories.**

**July 6: Memo to District Directors requesting preparation of District's 2005 Ten-Year SHOPP Plan**

**July 29: VTC with District Directors and Executive SHOPP Committee to discuss 2005 SHOPP process and strategy.**

**August through October: District work on 2005 Ten-Year SHOPP Plan.**

**August through October: Headquarter's (HQ) SHOPP Managers work on format and draft presentation for statewide 2005 Ten-Year SHOPP Plan.**

**November 1: Submit hard copy of the District's 2005 Ten-Year SHOPP Plan to the Division of Transportation Programming (Programming), for distribution to HQ SHOPP Managers.**

**November 1: District Ten-Year SHOPP Coordinator submits electronic Project Data File (Attachment 5) to Mike Evans, Assistant Chief Division of Maintenance.**

**November 15: HQ SHOPP Managers complete review of District's 2005 Ten-Year SHOPP Plan and submits comments to districts.**

**December 15: Meetings scheduled for districts to make power point presentation to Executive SHOPP Committee for their 2005 Ten-Year SHOPP Plan.**

**January 31, 2005: Submit to California Transportation Commission (CTC) for review and comments.**

# **Attachment 1**

## **Guidelines for District's 2005 Ten-Year SHOPP Plan**

May 1, 2005: Submit to Governor Arnold Schwarzenegger and the California State Legislature.

### **PROGRAMS PERFORMANCE GOALS**

Attachment 2 shows the district's target performance goals for each program element. Attachment 3 provides a description of each program goals, qualifications, performance measures and outcomes. The district is required to use this information to identify the proposed projects for each SHOPP program for which they have been assigned a portion of the statewide goal. If a district has identified program needs that don not have a district target goal, a one-page justification should be included as part of the district's submittal under the appropriate SHOPP category.

### **TIMELINE (Scheduling of Projects)**

Attachment 4 shows the timeline for the 2005 Ten-Year SHOPP Plan. This is intended to assist the district in planning how to schedule the projects.

- Years one and two (2006/07 and 2007/08) are financially constrained and are already programmed in the 2005 SHOPP. No projects should be added unless a SHOPP amendment is processed by the Division of Transportation Programming.
- Years three and four (2008/09 and 2009/10) will be candidate projects for the 2006 SHOPP. Consideration should be given to the highest projects with an approved Project Initiation Document (PID).
- Years five and six (2010/11 and 2011/12) candidate projects for the 2008 SHOPP.
- Years seven and eight (2012/13 and 2013/14) candidate projects for the 2010 SHOPP.
- Years nine and ten (2014/15 and 2015/16) candidate projects for the 2012 SHOPP.

### **DATA SUBMITTAL (Attachment 5)**

Attachment 5 shows the format for submitting the District's 2005 Ten-Year SHOPP Plan. Each district will be provided a copy of the format on an Excel spreadsheet. The first and second tab in the spreadsheet is for the summary of the District's 2005 Ten-Year SHOPP Plan and the summary of the SHOPP performance goals. These tabs are linked to various other tabs and should not be changed.

Tabs are created for each of the seven SHOPP categories (Collision, Bridge, Roadway, Mobility, Roadside, Facilities and Emergency and mandate) and contain the programs that make up each category. The format for each spreadsheet is arranged to have a legend for Column "A" through "AD" followed by the program number and name then the column label. The rows are arranged to denote each of the ten years that make up the Ten-Year SHOPP Plan with a row specifically for fiscal year total.

The spreadsheets are populated with the approved 2004 SHOPP projects that include projects in the 2003/04 PID work plan and projects from the 2002 Ten-Year SHOPP Plan.

**Note: the following information is very important.**

- Please do not change the format or headers of the Excel spreadsheet which include from Column "A" through "AD". Additional columns can be added beginning with Column "AF".
- Please do not add additional projects to the first two years (2006/07 and 2007/08). Start adding projects in the third year (2008/09).
- If additional rows are needed, insert two rows above the total for each year. This will ensure that the totals on the summary tabs are correct.

# **Attachment 1**

## **Guidelines for District's 2005 Ten-Year SHOPP Plan**

- It is very important to use the priority process provided by the SHOPP Managers to fill in Column "B". District Priority Column "C" must be by individual program.
- Project Right of Way, (RW) and Capital Cost must be current dollars (\$1,000 as of January 1, 2004). The appropriate escalation rates will be applied by Programming.
- Performance measure quantity (Column V) must be filled out for all projects. Please add additional performance measures if known.
- The Minor Program is intended to address district's needs that are less than \$750,000. The Minor Programmed is managed in the Ten-Year SHOPP as an annual lump sum of \$100 million per year with target allocation and delegation to each district. Therefore minor projects should not be included on Attachment 5 for statewide review or prioritization.

### **CONTENT OF DISTRICT'S 2005 TEN- YEAR SHOPP PLAN:**

The basic thrust of the District's 2005 Ten-Year SHOPP Plan is to identify the proposed projects to achieve the district's share of each program's statewide goals.

#### **1. COVER PAGE**

Signed by District Director and Deputy District Directors involved in the management of the District's 2005 Ten-Year SHOPP Plan.

#### **2. TABLE OF CONTENT**

#### **3. EXECUTIVE SUMMARY**

Present an overview of the district's strategy used to develop the 2005 Ten-Year SHOPP Plan. Discuss the individual program quantifiable goals assigned to the district and how the district proposes to meet them. Include the cost summary sheet and the performance goals summary sheet from the spreadsheet provided.

#### **4. DISTRICT'S ORGANIZATION CHART**

Include chart showing how the district is organized to develop and manage the Ten-Year SHOPP Plan (See Attachment 6 for sample of HQ's SHOPP organization chart).

#### **5. SHOPP PROGRAMS**

Provide a section for each SHOPP Program (Collision Reduction, Mobility, Bridge Preservation, Roadway Preservation, Roadside Preservation and Facilities). Each section should include the following:

- Name and telephone number for the contact person for the category.
- Narrative regarding specific information regarding the individual program.
- Assumptions or strategy used to develop projects (Such as unit cost if PID's are not completed).
- Include project data using the Excel spreadsheet shown on Attachment 5 for the appropriate program element.
- Include maps and charts as appropriate.

## Attachment 2 2005 Ten Year SHOPP Performance Goal

SHOPP Program Manager					DISTRICT'S target needs for 2005 Ten-Year SHOPP Plan (2006/07 through 2015/16 Fiscal Year)												Statewide Goals	Remaining Needs after 2015/16 FY
PROGRAM		ACCT. CODE	Statewide Ten-Year Plan PERFORMANCE GOAL	Inventory (Exclude needs in 04/05 and 05/06)													Statewide Goals	Remaining Needs after 2015/16 FY
COLLISION REDUCTION CATEGORY		20.XX			Dist 1	Dist 2	Dist 3	Dist 4	Dist 5	Dist 6	Dist 7	Dist 8	Dist 9	Dist 10	Dist 11	Dist 12		
Jesse Bhullar	Safety Improvements	201.010	Reduce fatal and injury collisions by 12 percent by 2016	4,500	Program projects as they are qualified by Safety Index, Median Barrier, 2/3 Lane Marking Program, 2,328													
Roy Peterson	Collision Severity Reduction	201.015		145	0	0	16	40	8	0	10	22	0	6	0	0	100	45
Roy Peterson	Median Barrier Upgrade	201.020	Reduce miles of non-standard median barriers to zero by 2010															
Richard Shepard	BRIDGE PRESERVATION CATEGORY																	
Kenneth Warr - D2, E	Bridge Rehabilitation	201.110	Reduce distressed bridges from 827 to 400 by 2015	12,364	827	21	85	105	113	21	22	62	248	1	42	98	9	827
Tasha Fujita - D1, 4	Bridge Scour Mitigation	201.111	Mitigate all scour critical bridges by 2015 (141 Bridges)	NA	141	18	23	17	19	13	12	10	10	0	14	4	1	141
Roger Hunter - D5, E, 10	Bridge Rail Replacement/Upgrade	201.112	Reduce deficient bridge rail from 650,000 to 200,000 feet by 2015	8,610,374	450,000	43,259	13,415	51,205	95,791	52,504	26,346	97,179	26,150	973	23,855	14,270	5,053	450,000
Kwan Lam - D7, D12	Bridge Seismic Restoration	201.113	Retitf 203 seismically vulnerable structures by 2015	NA	203	13	25	40	13	2	24	18	8	0	40	20	0	203
Mike Johnson - D11	Bridge Widening (to be sunset)	201.114	Widen 37 bridges (deferred from Pavement Rehab Projects)	NA	37													37
Susan Massey	ROADWAY PRESERVATION CATEGORY																	
Brian Water - D1, E, 3, 4	Highway Rehabilitation	201.120	Reduce distressed pavement from 11,824 to 5500 lane miles by 2015	49,318	14,500	288	1228	1756	1804	1272	2106	1666	2576	180	1302	246	76	14,500
Rob Marsh - D5, E, 8, 10	Pavement Preservation	201.121	Upgrade 26,760 lighting fixtures	26,760	26,760	70	160	1600	5520	560	600	11350	3190	50	530	380	2750	26,760
Jim Varny	Long-Life Pavement Corridors	201.125	Rehabilitate 250 lane miles of long-life pavement corridors	1,765	250	0	0	0	0	0	0	250	0	0	0	0	0	250
John Rizzuto	Roadway Protective Barriers	201.150	Reduce landslides, rockfalls at known recurring sites	NA	48	8	4	4	8	6	2	6	2	2	2	2	2	48
John Rizzuto	Drainage System Restoration	201.151	Rehabilitate and upgrade existing drainage systems	205,000	25,010	1590	2185	2285	3370	2200	3010	2830	2455	655	2220	1360	840	25,000
John Wolf	MOBILITY CATEGORY																	
Raul Sanchez	Signs and Lighting Rehabilitation	201.170	Upgrade 25,000 guide signs to retro-reflective sheeting	88,000	25,000	900	1,200	2,100	4,800	1,300	1,900	5,000	2,300	700	1,400	2,400	1,200	25,000
Raul Sanchez	Operational Improvements	201.310	Upgrade 26,760 lighting fixtures	26,760	26,760	70	160	1600	5520	560	600	11350	3190	50	530	380	2750	26,760
Raul Sanchez	Transportation Management Systems	201.315	Reduce recurring delay by 60,000 thousand vehicle-hours per year after ten years of investment	168,000	180,000	700	1,000	4,300	12,500	2,700	3,700	14,900	6,800	200	2,800	5,800	4,600	60,000
Nader Banhani	Weight Stations and WIM Facilities	201.315	Install # field elements & # miles fiber optic cable (Also, D-08 TMC)	615	1,725	0	0	161	564	31	50	167	226	0	321	156	49	1,725
Nader Banhani	Weight Stations and WIM Facilities	201.321	Two weigh stations every three years	53	13	0	0	0	0	0	0	0	2	0	1	1	0	6
Nader Banhani	Transportation Permit Requirements for Bridge	201.322	Upgrade 95 low and weak bridges	95	95	2	6	32	23	4	4	8	13	0	1	1	1	95
Keith Robinson	ROADSIDE PRESERVATION CATEGORY			2,460	740	0	0	16	130	0	0	535	7	0	52	0	0	740
			Vertical clearance signs (number of bridges = or < 15 ft. 6 in.)															

# Attachment 6 Headquarters Ten-Year SHOPP Plan Organization

Randy Iwasaki, Acting Chief Deputy Director

\* Appoints one urban, one rural and one regional District Director as members to the SHOPP Executive Committee.

## TEN YEAR SHOPP EXECUTIVE COMMITTEE

Larry Orcutt  
Mike Leonardo

Acting Deputy Director, Maintenance and Operations  
Acting Deputy Director, Chief Engineer

Bob Garcia  
Brian Smith

Deputy Director, Chief Financial Officer  
Deputy Director, Planning and Model Programs

Brian Crane  
Doug Failing  
Jay Norrell

District Director  
District Director  
Acting District Director

- \* Approves resources for the preparation of the Ten-Year SHOPP Plan and SHOPP Project Initiation Documents (PIDs).
- \* Approves the statewide Ten-Year SHOPP Plan before submittal to the California Transportation Commission (CTC), the State Legislature.
- \* Approves the four-year listing of SHOPP projects to be presented to the CTC.
- \* Approves policies and guidelines regarding SHOPP amendments, Unprogram F Approval Requests (UNPARs) and contingency projects.

## Deputy Director, Maintenance and Operations

- \* Chair the SHOPP Executive Committee, leads and guides the Ten-Year SHOPP Plan. Appoints the Ten-Year SHOPP Coordinator.
- \* Issues guidelines for the preparation of district Ten-Year SHOPP Needs Plans and Implementation Plans.
- \* Assures that Division Chiefs establish cost effective and quantifiable performance goals and measures for all SHOPP elements.
- \* Ensures the completion of all Ten-Year SHOPP Reports.

## Division of Maintenance

Ten-Year SHOPP  
SHOPP Coordinator  
Mike Evans  
8-464-3570

- \* Coordinates with Division Chiefs and their staff to ensure consistency in the preparation of performance goals and measures, guidelines, priorities and other documents for the Ten-Year SHOPP.

## Division of Traffic Operations

Karla Suttiff, Chief  
8-464-2362

**ROADWAY PRESERVATION**  
SHOPP Manager  
Susan Massey  
8-464-4792

**BRIDGE PRESERVATION**  
SHOPP Manager  
Richard Shepard  
8-498-8769

**COLLISION REDUCTION**  
SHOPP Manager  
Jesse Brulliar  
8-464-5975

**MOBILITY**  
SHOPP Manager  
John Wolf  
8-464-2627

## Division of PROGRAMMING

Ross Chittenden, Chief  
8-464-4013

**FACILITIES, MANDATES**  
SHOPP Manager  
John VanBerkel  
8-464-4327

## Division of Design

Mark Leja, Chief  
8-464-3658

**ROADSIDE PRESERVATION**  
SHOPP Manager  
Keith Robinson  
8-464-6200

120, 121, 125  
Brian Weber D1, 2, 3, 4  
Rob Marsh D5, 6, 9, 10  
Leo Maharelli D7, 8, 11, 12  
151 John Rizzardo

110, 111, 112, 113, 114  
Kevin Wall D2, 3, 8  
Takako Fujioke D1, 4  
Roger Hunter D5, 6, 9, 10  
Kwan Lam D7, 12  
Mike Johnson D11

010, 015, 020  
Roy Peterson 8-464-5176

310, 315, 170  
Paul Sanchez 8-464-4823  
321, 322  
Nader Elvairini 8-464-7285

**SHOPP Minor Program**  
Yin-Ping Li 8-463-9210

210, 240, 245, 250, 260  
Suzy Namba 8-464-2594  
230  
Sheree Edwards 8-464-5784

- \* Prepares action items for the SHOPP Managers, Division Chief and Executive Committee.

## Division Chief / SHOPP Managers

- \* Coordinate with the Division Chief, Transportation Planning, to ensure that adequate resources are allocated for the Ten-Year SHOPP Plan.
- \* Coordinate with District Directors to ensure that cost effective PIDs are prepared in accordance with the Ten-Year SHOPP Plan.
- \* Establish criteria for projects within SHOPP Program and prioritize those projects.
- \* Prepare statewide and district quantifiable performance goals, measures and guidelines for each SHOPP Program.
- \* Review and recommend approval of district Ten-Year SHOPP Needs and Implementation Plans. Recommend SHOPP projects for programming.
- \* Review and comment on capital outlay allocations for SHOPP project delivery.
- \* Establish, evaluate and report on progress in meeting performance goals for the SHOPP Program.
- \* Review and recommend SHOPP amendments and UNPARs.
- \* Resolve conflicts related to the SHOPP.

## Facilities Category

- 351 Equipment Facilities - Ross Snyder 8-498-9654
- 352 Maintenance Facilities - Sheree Edwards 8-464-5784
- 353 Office Buildings - Gwen Avelles 916-799-1553
- 354 Materials Lab - Phil Stolarick 8-498-7254

## Emergency and Mandated Category

- 130 Major Damage Restoration - Jim Varney 8-464-3523
- 160 Relinquishments - Mike Callahan 8-464-6714
- 270 Noise Attenuation for Schools - Keith Jones 8-453-2351
- 325 Railroad Grade Crossing - Steve Cates 8-464-6920
- 330 Hazardous Waste Mitigation - Marge Rauch 8-453-3352
- 335 Storm Water Mitigation - Mark Rayback 8-464-2605
- 361 ADA Compliance - Michelle Adams 8-454-0987
- 736 SHOPP TEA - John Haynes 8-453-8077